

# Lumber Land LLC Job Description

## Office Manager

### **PURPOSE AND NATURE OF JOB**

Our chopper box repair business needs a reliable, well-organized Office Manager to handle day-to-day operations with a focus on efficiency and time management. The Office Manager will be responsible for keeping books up-to-date, streamlining administrative procedures, and inventory control. We are looking for an energetic professional who can multi-task and wear multiple hats. Must be comfortable with fast-paced and dynamic environment, where things can change often.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ❖ Ability to work independently and as part of a team
- ❖ Strong organizational and time management skills
- ❖ Excellent written and verbal communication skills
  - Ability to deal and work with customers, insurance companies and others
  - Answer the phone, fax documents, and respond to customer inquiries; manage contacts
  - Experience with email and understanding of proper online etiquette
- ❖ Enter financial transactions including payroll, income and expenses
  - Management of expenses including filing, billing, and accounts payable
- ❖ Purchasing of supplies and equipment as directed
  - Call in part orders that shop manager creates
- ❖ Capable of following instructions and able to make changes
  - Implement organizational procedures
  - Document systems compliance for items like company safety
  - Ability to realize and communicate more effective and efficient processes

### **DESIRED SKILLS**

- ❖ Proficiency in Microsoft Office suite
- ❖ Online search ability for answers to questions for most economical purchases
- ❖ Social media posting and monitoring for business; experience with online newsletters
- ❖ Website inventory and content updates via WordPress
- ❖ Experience with budgeting and payroll preferred
- ❖ Experience with DOT rules & regulations a plus
- ❖ Experience with credit financing policies for customers and credit card acceptance

### **QUALIFICATION REQUIREMENTS**

Valid Wisconsin driver's license. Occasional availability outside of normal working hours. Must pass pre-employment drug-screen. High school diploma or G.E.D. equivalent required (Associates degree or higher preferred).

### **WORK ENVIRONMENT**

The primary work site is inside shop. But work outside of the shop is also required as is off-site work. There will be exposure to at times cold and hot temperature environments, sufficient noise levels, and potential exposure to paint fumes and other materials.